

FILLIES ♥ CLOSET Seller Instructions

1) Contact filliescloset@gmail.com for your unique Vendor Code

2) Complete a 3.5 x 5 notecard as demonstrated below:

(a) Detailed description of item being sold - should include size, brand name and/or color, etc. **The tag is the ONLY way we have of knowing how much to pay you after the sale – so make sure your cards are securely attached to your items!**

(b) Unique Vendor Code (this is how we know who's item is being sold)

(c) Price

(d) **Do you want to pick up unsold items at the end of the sale?** If not, leave blank, and we will donate the item to a local charity. **Unsold items must be picked up from 2:30pm-4:00pm. Any items remaining after 4:00pm will be donated even if it is marked "return"**

(e) **Are you okay with this item being marked down to half price for the last hour of the sale?** If you are okay with the discounted price, leave this area blank; if not, please indicate by writing "No discount".

(a) Size 4 Prom Dress Red Sequined side split	(b) S101
(c) \$30.00	
(d) Return	(e) No Discount



3) Use a safety pin to secure tag to clothing on the upper, right side with the item facing you. The hanger should be pointing to the left. **The tag is the ONLY way we have of knowing how much to pay you after the sale – so make sure your cards are securely attached to your items!**

4) Drop your items off at Kingwood High School in the Dance Room

(through the door marked "Field House", and first door on the left)

Drop-off Day and Times:

Thursday, August 17 4:00pm - 6:00pm

Friday, August 18 9:00am - 12:00pm AND 4:00pm – 6:00pm

5) Pick Up: Saturday, August 19 2:30pm – 4:00pm

Pick up unsold items Marked "Return" between 2:30pm - 4:00pm.
After 4:00pm remaining items will be donated to local charities
EVEN IF THEY WERE MARKED "RETURN"



Payment for merchandise sold will be mailed to you within 30 business days of the sale.

Still have questions??

Email filliescloset@gmail.com or call/text Jill Duffy @ 281.723.3253

FILLIES ♥ CLOSET

Seller Contract

- I have marked each item for sale with complete and proper information according to the "Seller Instructions" sheet.
- I understand that I will receive 60% of the sales price of any items sold; the Kingwood Fillies Booster Club will receive the remaining 40%.
- I understand that if my items are stained, damaged or not in "new", "like new", or "gently used" condition, the Kingwood Fillies and the Kingwood Fillies Booster Club has the right to pull those items and not display them for sale.
- I understand that if I did not mark "return" on the Dress Information Card, all unsold items will be donated to a local charity after 4:00pm on Saturday, August 19, 2017.
- I understand that if I have not returned to pick up any unsold items even though marked "return" by 4:00pm on Saturday, August 19, 2017, all items will be donated to a local charity.
- I understand that if I did not mark "No Discount" on the Dress Information Card, my items will be marked half price for the final hour of the dress sale.
- I have verified that the name, address and Vendor Code (that the Kingwood Fillies Booster Club assigned to me) is my correct and complete information.

Signature

Date



Payments for dresses sold
will be mailed within 30 days of
the Fillies Closet Dress Sale

